



Rutherglen High School

*New Student Handbook*



# **Rutherglen High School Information Handbook**

## **Table of Contents**

Page 1	Cover Page
Page 2	Table of Contents
Page 3	Rutherglen High School Overview
Page 4	Location of Rutherglen High School
Page 5	Rutherglen High School Grounds
Page 6 – 8	Rutherglen High School Buildings
Page 9	Rutherglen High School Code of Cooperation
Page 10	Rules that flow from the Code of Cooperation
Page 11 – 12	Daily Organisation
Page 13 – 14	Parent, Community & Student Group / Communication
Page 15 – 16	Wellbeing and Extra-Curricular Activities
Page 17	Expenditure and Financial Assistance
Page 18 – 19	Personal Safety Issues
Page 20 – 22	Miscellaneous Information
Page 23	Rutherglen High School Dress Code
Page 24 – 28	Rutherglen High School Uniform Policy
Page 29 – 30	Rutherglen High School Attendance Policy

## **Rutherglen High School Overview**

Rutherglen High School (enrolment 289) is situated in North-East Victoria servicing the rural townships of Chiltern, Rutherglen, Springhurst, Wahgunyah and the surrounding farming communities. Approximately 59% of students travel by bus. The School provides a challenging and balanced comprehensive curriculum with the flexibility to meet the needs of each student. All students are able to participate in an environment that values and respects their achievements. Students are expected to display a commitment to improve their skills and knowledge, develop self-discipline and initiative and respect themselves, each other and their environment. They are also expected to develop positive relationships with their peers and teachers and take responsibility for themselves and their education.

Students in Years 7 and 8 study a core curriculum based on AusVELS. This involves sequential courses of study in the Arts, English, Language Other Than English (French), Mathematics, Health and Physical Education, Science, Humanities and Technology. They also experience a 'taste' of 8 Elective subjects over the course of these two years in order for them to make an informed decision on their subject selections in Year 9 and beyond. Electives include 2 Dimensional Drawing, 3 Dimensional Drawing, Visual Communication and Design, Music, Woodwork, Metalwork, Textiles, Cooking. The Year 9 Program includes discipline based subjects as well as interdisciplinary studies involving initiative, independence and community involvement such as 'Connect,' 'Farm to Table' and 'Project.'

Year 10 has an elective program that allows students to pursue their interests and career aspirations. Students are able to access VCE/VET Units whilst in Year 10 and there is an option of selecting a Vocational Program ('Applied Learning') which incorporates Work Placement in conjunction with their school based subjects. This program articulates with VCAL and VET Units. In Year 11 and 12, students can choose from an extensive range of Victorian Certificate of Education (VCE) studies, Vocational Education and Training (VET) programs and Victorian Certificate of Applied Learning (VCAL) units.

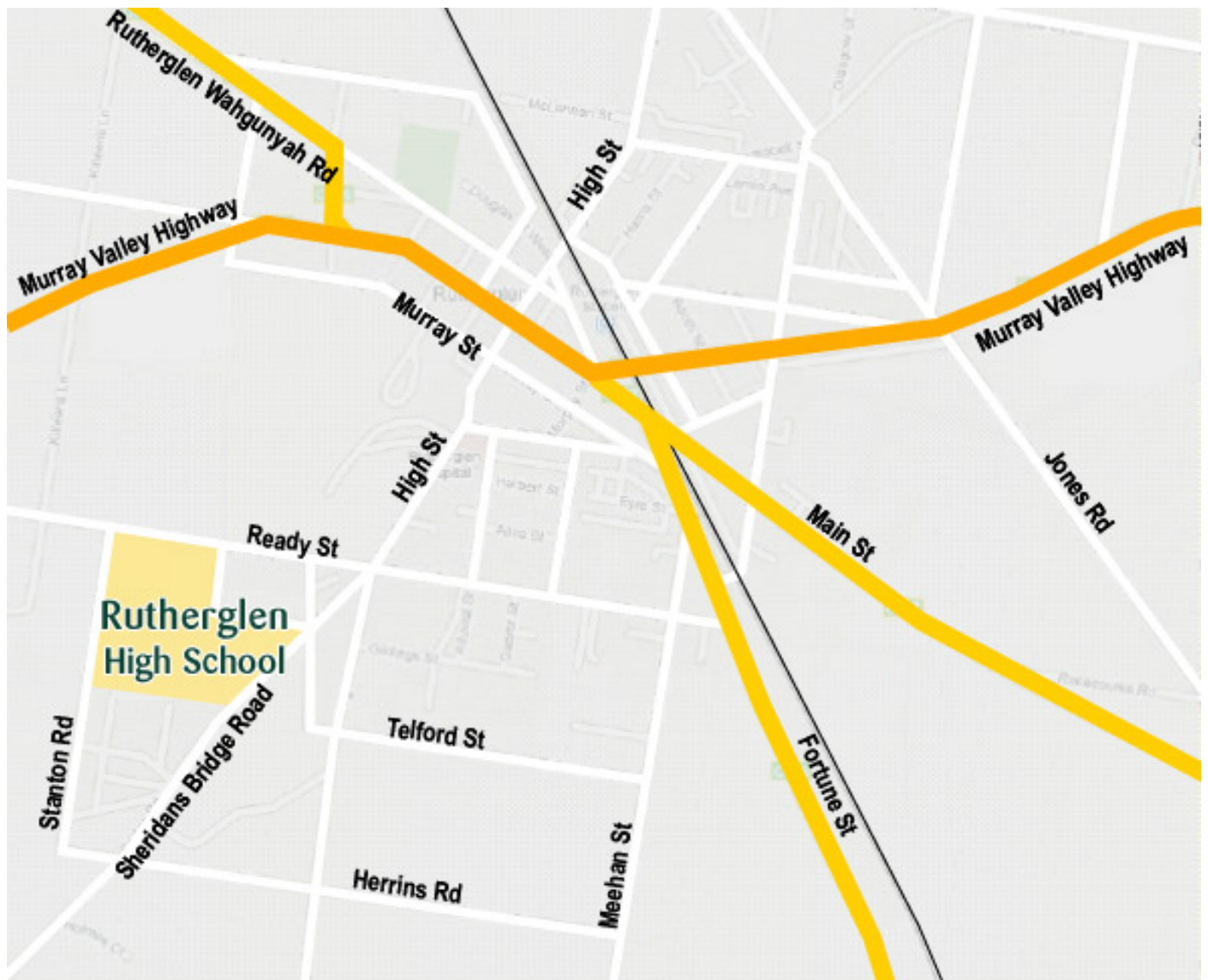
The School boasts a qualified, dedicated teaching staff committed to securing the best possible learning outcomes for all students. The School takes every opportunity to broaden students' experiences. It provides a wide range of extra-curricular and enrichment programs including: excursions, interschool sports, debating, public speaking, annual musical production, instrumental music, VCE workshops and lunchtime activities. The School also operates a Year 7 Orientation Camp, Year 9 New Skills and Queenscliff Camps, Year 10 Urban Experience, a bi-annual trip to France, and a Year 12 Study Skills Camp. These activities foster the qualities of: Leadership, initiative, independence, self-confidence, self-esteem, problem solving, decision-making, resilience, teamwork and social skills.

The School is located on roughly 35 acres of land and provides an attractive and stimulating environment for student and community use. There are excellent outdoor sporting facilities on site including the Rutherglen Community Centre. Members of the community can also enjoy a meal in "The Vine" which is the School's own restaurant run by VET Hospitality students. The facilities within the School are also regularly used out of school hours by external agencies in order to run adult classes etc. The School is close to all other sporting facilities in the town, including the Shire Swimming Pool, and enjoys close co-operation and assistance from all sporting bodies. Students from the School have an outstanding record in Interschool Sports Competitions.

School Council is committed to continually upgrading the buildings and grounds. A particular emphasis is placed on upgrading resources to keep students abreast with changing technology. Teacher Professional Leave teams advocated the development of 'flexible learning spaces' which have been developed using BER funds. Teams of teachers work collaboratively in these spaces and develop teaching programs to be implemented by using innovative and engaging teaching and learning practices. More recently, there has been research undertaken on increasing student independence and engagement. The School was involved in Stage 3 of the Building Futures program which included a new state of the art Woodwork and Metalwork area, and a new extended Art area.

The School atmosphere is supportive, caring and friendly. There is an effective wellbeing and student management policy in place, supported by Sub School Leaders, Year Level Coordinators, and a Student Wellbeing Coordinator. A Careers Advisor is available to help students make appropriate choices in school and beyond. School Captains, House Captains and the Student Representative Council foster student participation and responsibility. Parental involvement is welcomed and high value is placed on the home/school partnership. The School also encourages and enjoys strong links with the community.

## Location of Rutherglen High School



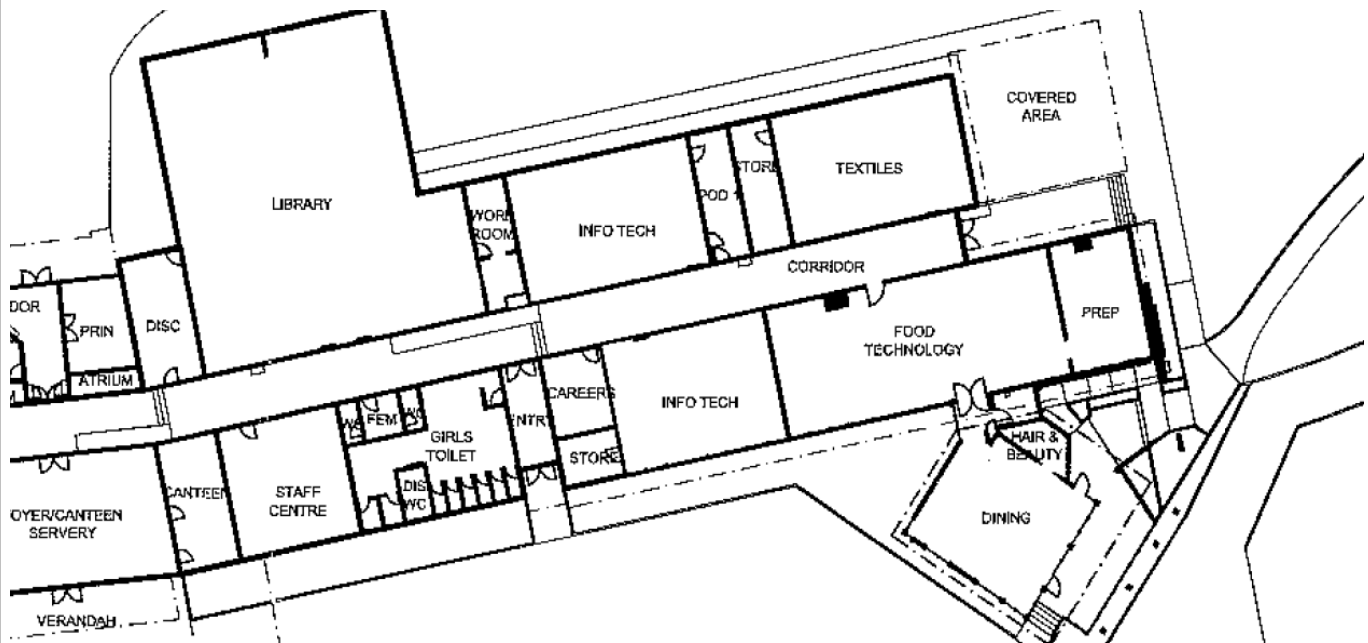


## Rutherglen High School Grounds

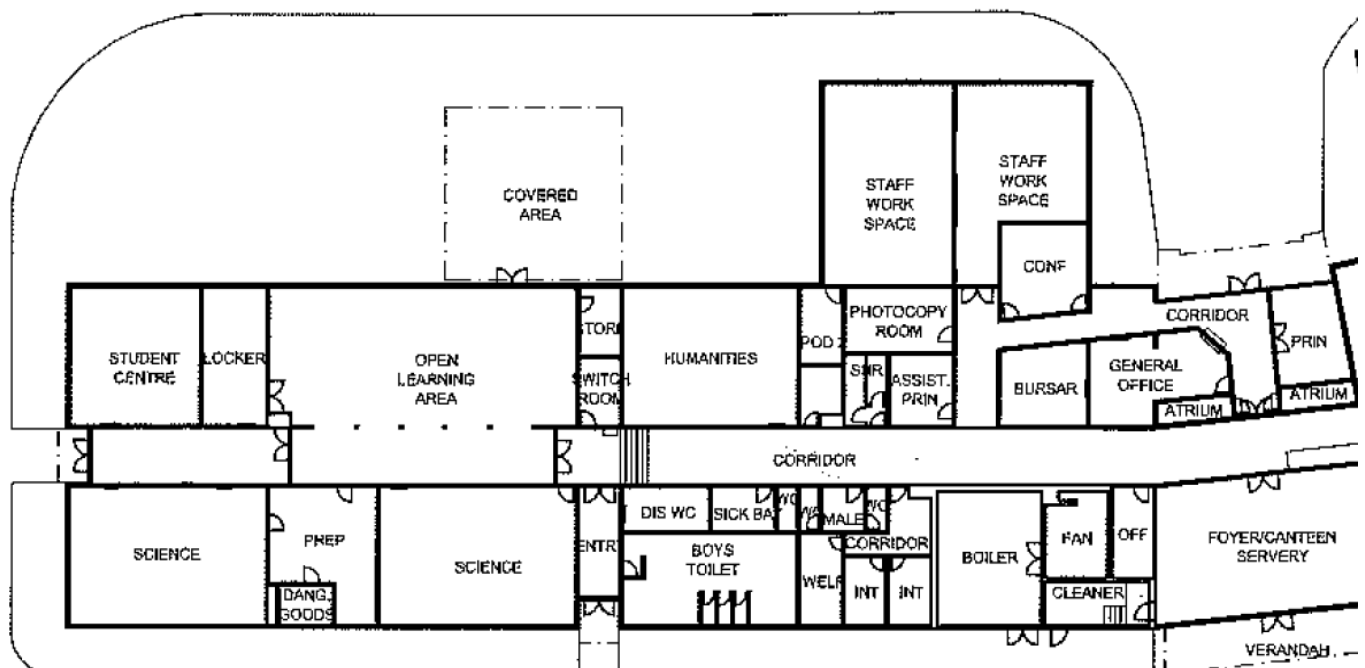


## Rutherglen High School Buildings

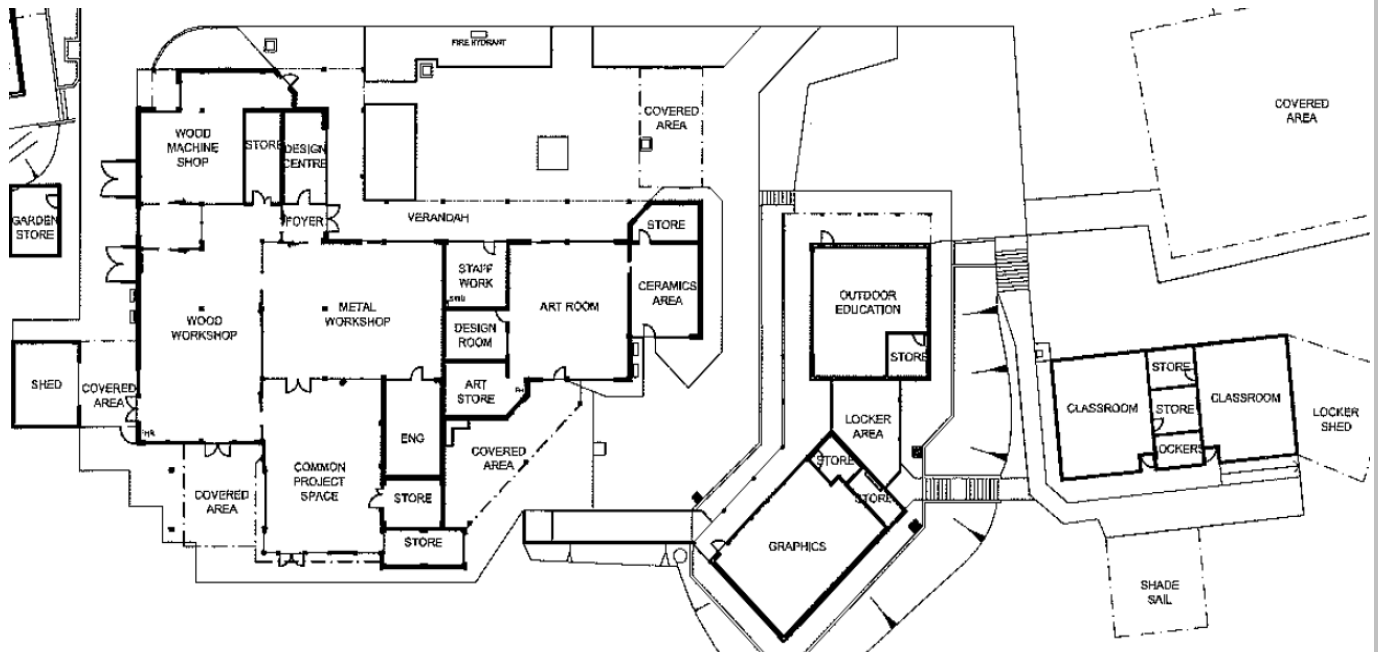
Top half of main



Bottom half of main



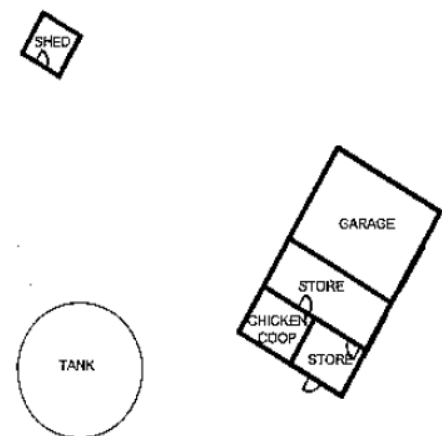
## Art/Technology



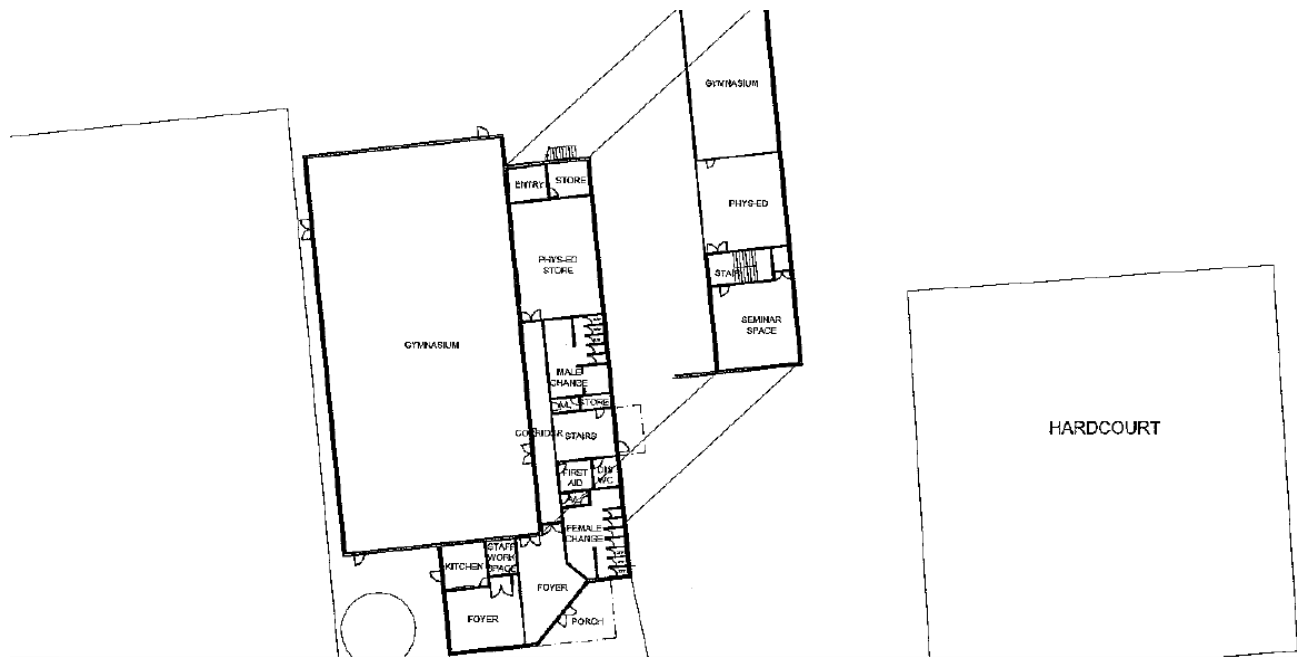
## Music Centre



## Farm



## Sport and Physical Education



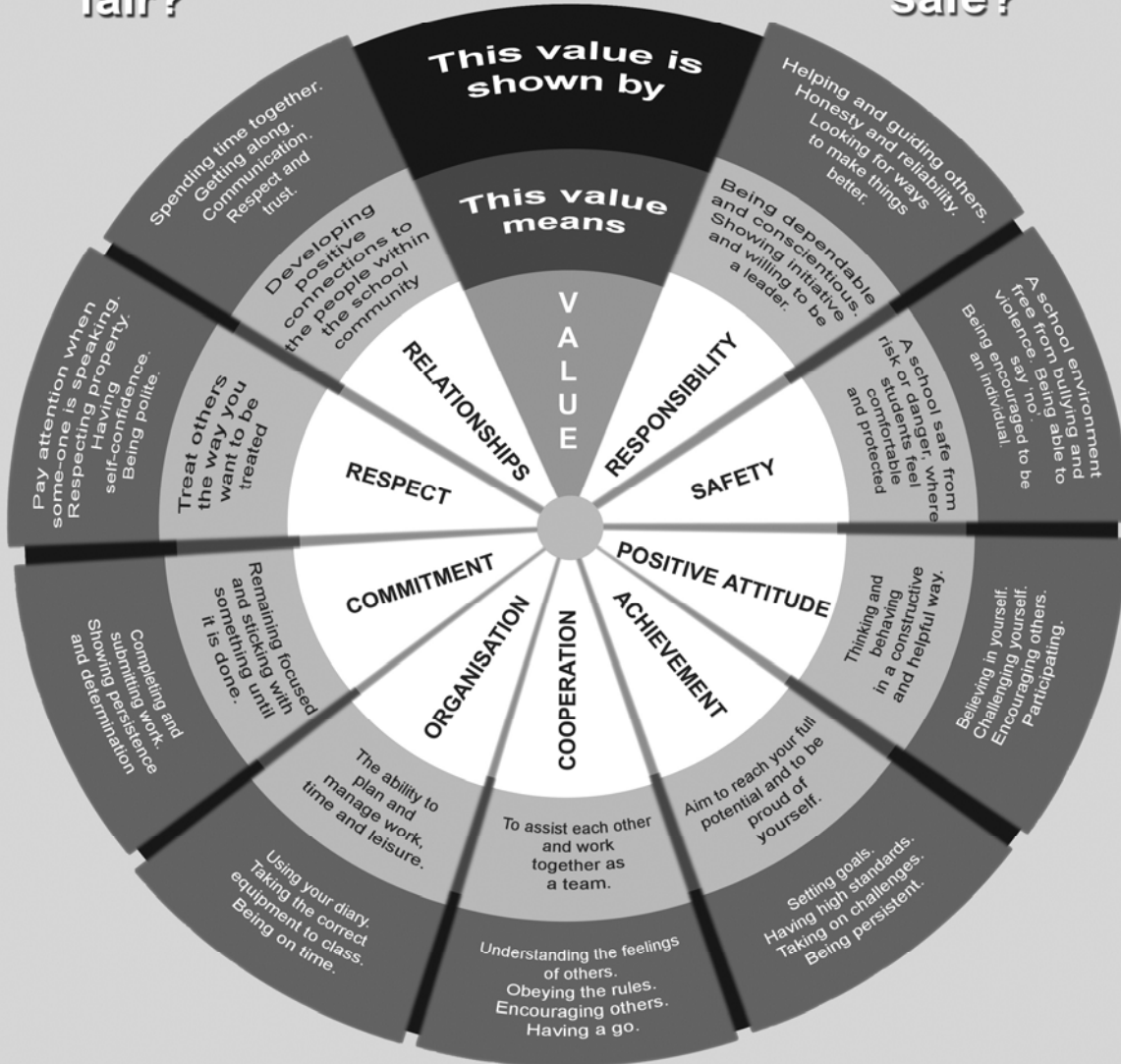


## Code of Cooperation

# RUTHERGLEN HIGH SCHOOL CODE OF COOPERATION

Is it  
fair?

Is it  
safe?



Is it the  
right  
choice?



Does it  
make the  
school  
a better  
place?

### **Rules that flow from the Code of Cooperation**

RELATIONSHIPS	School Community members will get to know each other. Interaction and communication will be based on respect and trust.
RESPECT	School Community members will respect each other's differences. They will respect themselves, each other and property.
COOPERATION	School Community members will show consideration for the feelings of others. They will strive to become effective team members.
RESPONSIBILITY	School Community members will be honest, reliable and work productively together to achieve successful outcomes. They will accept responsibility for their own actions and the consequences that follow.
SAFETY	School Community members will create a safe and supportive environment. Bullying or violence will not be tolerated.
POSITIVE ATTITUDE	School Community members will challenge themselves and encourage others to participate in activities. They will have pride in themselves and their school.
COMMITMENT	School Community members will show persistence and determination in working towards a goal. Students will complete and submit all work as required.
ORGANISATION	School Community members will be prepared and organised. Students will use their diaries, take the correct equipment to every class or activity and will be punctual.
ACHIEVEMENT	School Community members will set challenging and achievable goals. Students will have high standards and will be persistent in their learning.

## Daily Organisation

### HOURS

- 8.50 am - 3.20 pm - Monday Friday.
- Students should aim to arrive at school between 8.40 am and 8.50 am.
- **NOTE:** Students should not arrive at school before 8.35 am.

### BELL TIMES

BELL	TUESDAY	MON/WED/THU/FRI
<b>WARNING</b> Students collect books for P1 and P2	8.50AM	8.50AM
<b>FORM ASSEMBLY</b>	8.55	No Form Assembly
<b>PERIOD 1</b>	9.13	8.55
<b>PERIOD 2</b>	10.00	9.45
<b>RECESS</b>	10.47	10.35
<b>WARNING</b> Students collect books for P3 and P4	11.07	10.55
<b>PERIOD 3</b>	11.12	11.00
<b>PERIOD 4</b>	11.59	11.50
<b>LUNCH</b>	12.46PM	12.40PM
<b>WARNING</b> Students collect books for P5 and P6	1.41	1.35
<b>PERIOD 5</b>	1.46	1.40
<b>PERIOD 6</b>	2.33	2.30
<b>DISMISS</b>	3.20	3.20

**Note:** Bell times for School Assembly days vary depending on when the assembly is held.

### **PERIOD CHANGE AND USE OF LOCKERS**

Change of period is indicated by a bell. Students must leave the corridor by the nearest exit and the corridor area should not be used as a throughway except in wet weather.

- Students in Levels 7 & 8 are to wait with their class outside the building in the area allocated for the room.
- Students in Levels 9 & 10 should wait outside the classroom until their teacher arrives.
- Year 11 & 12 students may enter the classroom to wait quietly for their teacher.
- Lockers are to be used before and after school and at recess and lunch time only.
- Bags must not be taken to class. They must be left in lockers and collected after Period 6.
- Each student will be allocated a locker for which there is a charge of \$15.00. A refund of \$5.00 will be given to the student when they leave school and return the combination lock.
- Students are expected to keep their lockers tidy, closed and locked. Lockers are hired by students and remain the property of the School and can be searched at any time by the Principal or their delegate.

### **DAILY BULLETIN**

A Daily Bulletin is put up on the Notice boards before school each morning. Students must read the Daily Bulletin each morning. The Bulletin contains items of information concerning special events, assemblies, changes of schedule and duty rosters. Teachers and students may contribute news items.

## **Parent, Community & Student Group / Communication**

### **SCHOOL COUNCIL**

School Council is comprised of 6 elected parents, 4 elected staff, Principal and up to 4 Co-opted Community members (one of whom is a PT&CA nominee).

#### **Membership for 2014/15:**

- |             |  |
|-------------|--|
| • Parents   | Shane McClusky (President), Danny Shaw (Vice President), Mary Dunn<br>Steve Ronnfeldt                      Debby Renshaw                      Eloise Seymour |
| • Principal | Phil Rogers  |
| • Staff     | Chris Phillpot, Vicki D'Amelio, Ron Webb, Jennie Ward  |
| • Community | Members needed   |

The Council sets the School's educational policy under guidelines established by the Minister of Education. Council is also responsible for the School's finances and the maintenance of equipment, grounds and buildings.

### **STUDENT REPRESENTATIVE COUNCIL**

The SRC comprises of representatives who discuss school matters, conduct fundraising and social activities and who decide on the allocation of funds to charitable and school causes. SRC members are involved in many committees within the School, thus providing student input to the School decision making process.

### **COMMUNICATION**

Free, effective communication between school and parents is vital to the interest of your son or daughter but, at the same time, can be very difficult to develop. You should feel free to contact the School at any time. An information Newsletter is published every second Friday. This is emailed to families who have provided the School with an email address. The Newsletter can also be accessed via our website, and a hard copy is available at the General Office. Please read it and discuss its contents with your son or daughter. A copy of the first Newsletter each term is posted home with the student's timetable and a term calendar. The timetable should be placed in a prominent position so that students can check the subjects they have each day, and what equipment should be brought to school.

### **STUDENT DIARY**

In Years 7, 8 and 9 students are expected to always use their diary and maintain it in a responsible manner. Parents are expected to regularly check the student diary and monitor student's homework.

### **REPORTS AND INTERVIEWS**

Full reports are issued in June and December for Semester 1 and Semester 2. Special Interim Reports are issued at the conclusion of Term 1 and Term 3. All students receive a Term 1 Interim Report. Two formal parent/teacher/student interviews are organised. The first at the end of Term 1, and the second in Term 3. All parents and students are encouraged to attend these interviews.



If concerned about the progress of your son or daughter, you should not wait for an official interview to discuss the problem, but contact the School immediately. Alternatively the School issues interim reports, or contacts parents in cases where it is felt parents need to be acquainted with a situation such as disappointing progress, or a developing social problem. Early Warning Notices are sent home to inform parents about overdue work that needs to be completed.

## **Wellbeing and Extra-Curricular Activities**

### **SCHOOL STRUCTURE**

The School is divided into two sub schools - a Junior School (Years 7, 8 & 9) and a Senior School (Years 10, 11 & 12). Each of these sections has a Sub School Co-ordinator and Year Level Co-ordinators. These teachers are especially responsible for the wellbeing of the student. The School also has a Wellbeing Co-ordinator who has an overall responsibility for students from all levels. The Wellbeing Co-ordinator is also responsible for any infringements against our school Harassment Policy and student concerns in this area. Students should feel confident to approach their Year Level Coordinator for advice. If there are any problems of a personal or medical nature with respect to your son or daughter that you feel could affect any aspect of his or her school life please contact the Principal as early as possible. Such information is treated confidentially and can be valuable in enabling us to understand problems or difficulties which may be experienced.

The School has developed strong links with Glenview Community Care and a number of other community agencies to assist in supporting students.

### **CAREERS**

The School has a Careers Co-ordinator. Parents and students should feel welcome to seek advice at any time. The Careers Co-ordinator arranges careers talks within the School and notifies students of career information sessions and Tertiary Open Days conducted elsewhere.

### **EXTRA-CURRICULAR ACTIVITIES**

A wide range of extra-curricular and enrichment programs are provided including debating, public speaking, musical performances, instrumental music and lunchtime activities.

### **EXCURSIONS & CAMPS**

These are a very valuable educational and social experience, and are a regular part of the year's program. We endeavour to keep costs to a minimum. An Orientation Camp for Year 7 students is run early in first term, at a cost (Approx. \$200). It is hoped that all Year 7 students will take the opportunity to attend this important part of the year's program. Year 8 have a chance to climb Mt Buffalo. A Year 9 Humanities/Science excursion to Ballarat/Queenscliff takes place in Term 4. Year 10 students have a four day 'Urban Experience' in Melbourne in May/June (Approx. \$500), whilst Year 12 have an Orientation Camp in February (Approx. \$200). Attendance on excursions and camps is a privilege for students, not a right.

### **SPORT**

Sport is compulsory for all Year 7 - 10 students. V.C.E. students are given the opportunity to participate in interschool sporting teams. Details of each program are in the curriculum guide. The School has been recognised for its excellence in Physical And Sport Education (PASE).

### **LIBRARY**

Our well-equipped Library is a dynamic learning space, providing students with multi-media resources and allocated study areas in order to meet their researching and/or reading needs. We have over 25,000 educational resources, including eResources such as Worldbook Online. Hardware includes PC's, eReaders and a wide range of audio-visual equipment.

The Library operates during class time and at lunch times from 1.00 - 1.30 pm, and before and after school. Staff supervision is available from 8.35am to 4.30pm. At any one time, year 7 - 10 students are able to borrow 3 Fiction and 3 Non-fiction resources and VCE students are able to borrow 3 Fiction and 5 Non-Fiction resources. We have a very active fiction promotion scheme and a Triple R Club (Read, Review, Recommend) for parents and students. We look forward to resourcing your students' reading and research needs and to teaching students to become independent researchers and readers.

### **ABSENCES**

Please refer to the Rutherglen High School Attendance Policy included in this handbook.

During school hours, students are not permitted to leave the School grounds other than to return home for lunch. A student needs to obtain a lunch pass if they do wish to go home for lunch. Should the need arise to return home during school hours, a note must be given to the General Office. Under no circumstances are students to leave the School grounds without notifying the General Office.

## **Expenditure and Financial Assistance**

### **BOOKS AND SCHOOL REQUISITES**

Booklists will be distributed to students late October/early November and booklists need to be returned by the specified date. Payment for requisites must be made at time of receipt. Parents are not compelled to use the pre-packed system. Purchases of second-hand books are the responsibility of parents and students. Please make sure that the book that is required is the correct edition and is in good condition.

### **CURRICULUM AND MATERIAL SERVICE CHARGES**

In order to reduce the cost of books to parents, in many subjects, class sets of texts are purchased by the School for the use of pupils. Photocopied and duplicated materials are also provided for student use in most subjects. A Levy will appear on the booklist to cover these costs.

### **SCHOOL CAMPS**

School camps operate at Years 7, 9, 10 and 12. Adequate notice is provided to allow families to budget for the camps and to make an initial deposit as well as periodic payments. Parents are also able to utilise EMA payments to cover the cost of camps. Students can also participate in fundraising activities to reduce the costs of the more expensive camps.

### **OTHER FINANCIAL ASSISTANCE**

Where parents find the cost of keeping pupils at school a hardship, application can be made for the provision of assistance for books and/or maintenance. Four forms of government assistance are available:

#### **Youth Allowance:**

An allowance is available for students over 16 years of age - on a needs basis. Details are available from Centrelink.

#### **Conveyance Allowance**

When pupils reside more than 4.8 kilometres from the School bus or a recognised bus route, application can be made for a Conveyance Allowance towards the cost of transport whether by horse, car or bicycle. Application forms should be obtained from the School office during the first week of the school year.

## **Personal Safety Issues**

### **AMBULANCE SUBSCRIPTION**

The School is not able to cover the cost of transport by Ambulance of a student who requires emergency hospital treatment. If an Ambulance is used in an emergency, the cost will be to the parent.

***TO AVOID THIS POSSIBILITY ALL PARENTS ARE URGED TO TAKE OUT A SUBSCRIPTION TO THE NORTH EASTERN DISTRICT AMBULANCE SERVICE.***

### **INSURANCE**

Parents should recognise that accidents which cause injury to students happen from time to time. School Council is not responsible for medical cost incurred as a result of accidents which happen during school hours. Parents are urged to take out Personal Accident insurance to cover their child. Details will be made available in a Newsletter early in the new year.

### **Safety Issue: Aerosol Cans**

Students are **NOT** to bring aerosol cans to school. They have the potential to cause serious harm if used inappropriately.

### **Safety Issue: Mouth Guards**

Students are strongly encouraged to wear mouth guards when they are participating in sports which might involve physical contact. The potential consequence of not using mouth guards is obvious.

### **Safety Issue: Student Drivers**

Students are not permitted to transport other students in cars in relation to any school activity. Students must not park their vehicles in the School grounds. Students who wish to drive to and from school should complete an application form available at the General Office or from the Senior School Co-ordinator.

### **Safety Issue: Prohibited Substances and Dangerous Items**

Students are not permitted to bring to school, be in possession of, or use any prohibited substances or dangerous items. This includes cigarettes, tobacco and smoking paraphernalia.

### **Safety Issue: Mobile Phones**

Students are not permitted to have mobile phones at school. Mobile phones are a distraction in class and can be a significant problem in terms of cyber-bullying. Mobile phones are also a small and valuable item and can be a target for theft.

### **Safety Issue: i-Pods and Similar Music Devices**

Music devices with headphones create a sense of isolation and potentially prevent students from hearing instructions and warnings. They can only be used in class for educational purposes (for example, in Music classes or watching a video on a laptop/computer. Senior school students can use them during Private Study periods.



**Personal Details**

Parents/guardians are expected to notify the School immediately in writing of any change of personal details including contact phone numbers for work and home and emergency contacts, email addresses, medical details of students, and custody orders etc.

## **Miscellaneous Information**

### **Property**

All items of property should be labelled with a person's name. Property should not be used without the owner's permission. Interference with property will be regarded as theft or vandalism and appropriate action will be taken. A student is not permitted to use a bicycle belonging to another student.

### **Lost Property**

Lost property is collected and available from the teacher Staff Room.

### **Valuables**

Large sums of money, radios, CDs, mobile phones etc. should not be brought to school. If valuable items must be brought to school they must be left in the office for safekeeping.

### **Canteen**

Students are not permitted to leave the School grounds at lunch time except to go home for lunch. Lunch Passes need to be obtained via a note to the Assistant Principal. Lunch passes are only available to students who live in Rutherglen. A canteen has been established within the School and is open at morning recess and lunch times.

The canteen is organised by our Canteen Manager, Lyn Kerr, under the guidance of a Committee of Management. Parents are invited to volunteer for Canteen duty by contacting the School Office.

Microwaves, sandwich toasters and hot water are also available free of charge for students wishing to bring and heat food from home.

### **Lunches**

Orders must be placed in the Canteen before 8.50 am.

### **Lunch Passes**

Town students may obtain a Lunch Pass. These are obtained upon written request to the Assistant Principal. Lunch passes only permit students to travel directly home for lunch and directly back to school during lunch time.

### **Uniforms**

Students at school should be dressed in school uniform or clothing appropriate to the particular activity. Students who are out of uniform for any particular reason should bring a note to their Year Level Co-ordinator or Sub School Co-ordinator before school.

### **Smoking**

Students are not permitted to smoke going to and from school, at school, at school functions or while wearing school uniforms.

### **Drugs/Alcohol**

The use or supply or assisting other students with any drugs, including alcohol, at the School or at any school function, excursion or activity is not permitted. Students must not attend the School or any school function, excursion or activity in the possession of or under the influence of drugs or alcohol.

### **Computers**

The School has a number of computers available for student's use. They are widely used during class time and are also available for use during lunch times. Students are responsible for maintaining the secrecy of their access codes and are responsible for all computer use via their access codes.

Students are expected to treat the computers and associated equipment with due care. No food or drink is to be taken into the rooms and chairs must be placed back in the correct positions.

### **Online Technology**

Students will be allowed to have access to the Internet and are provided with an E-mail address. A set of rules governing the acceptable use of online technology is issued at the commencement of the year. Incorrect use may result in loss of access. Students are required to sign a Computer Use Agreement when they commence at Rutherglen High School.

### **Litter**

Waste materials must be placed in the containers around the grounds, at the School entrances and in each classroom. All students are encouraged to take pride in the grounds and to keep the School tidy.

Recycling bins are available for aluminium cans, paper/cardboard and plastic materials.

### **Out of Bounds (refer to map)**

The tractor shed, pavilion and toilets, incinerator and rear of art/craft building, Community Centre and music building are normally out of bounds to students. The bicycle sheds are out of bounds except where students are handling their own bicycle.

### **Lunch Rooms in Extreme Weather**

Rooms are designated for student use on wet days and other days deemed necessary by the duty teacher.

### **Buses**

All students must abide by the Code of Behaviour as stated in the relevant document issued to students and parents at the commencement of bus travel.

### **First Aid**

Students who are sick or suffering from any injury must report to the appointed first aid teacher via the General Office. If students are in the sick bay for an extended period, the parents will be contacted and appropriate action will be taken.

### **Jewellery and Make-up**

Because of the nature of activities at this school, including practical classes, sport, physical education, etc., the school permits the wearing of sleepers or studs (no more than 2 per ear) but does not permit fancy or drop earrings to be worn.

Watches are permitted and in fact encouraged, however bracelets and rings that have raised sections are considered dangerous and should not be worn. Simple necklaces are permitted, however there will be times when they will need to be removed - e.g. during physical education and when using some specialised machinery. In general, jewellery is not encouraged for obvious safety reasons. Make-up is not permitted.

## **Rutherglen High School Dress Code**

Rutherglen High School Council believes that uniform provides a neat, economical and functional dress for students. Council believes that uniform has a positive role to play in promoting a sense of individual and collective pride in students and their identification with the School. School uniform also has the potential to promote group security both in and out of school situations. It enhances the safety of individual students.

The School Council Dress Code takes precedence over a students' individual preference in matters of dress. It is expected that all students will be attired in the correct school uniform for normal classes, Physical Education and Sport, and extra-curricular activities when instructed.

If there is some doubt about the correct uniform or some difficulty in obtaining the correct uniform, either financial or otherwise, parents are asked to contact the relevant Sub School Co-ordinator, Wellbeing Coordinator or Principal.

- All students shall wear the School uniform which has been adopted by the School Council under the provision of the Amended Education Act of 1958.
- It shall be the responsibility of the parent or guardian to see that students wear the uniform consistently and properly.
- Whenever circumstances temporarily prevent a pupil from wearing correct uniform, parents or guardian are expected to provide a note of explanation to the Sub School Co-ordinator, PE teacher or Sports Co-ordinator.
- Students representing the school at Inter-school activities or on any public occasion shall be required to wear school uniform unless instructed otherwise in writing on the permission form.
- Prospective changes to the School Dress Code shall be discussed widely with the School Community for example, Parents, Teachers and Citizens Association, S.R.C. and Staff and recommended changes forwarded to the School Council for approval.

### **Exemptions from School Dress Code Requirements**

Under certain special conditions, parents, guardians and students may seek exemptions from the School Dress Code Requirements.

These circumstances may include:

- Religious beliefs
- Ethnic or cultural requirements
- Particular personal health requirements
- Disability
- Financial constraints; but this will be a rare occurrence given the support available through the School's Wellbeing programs.

All requests for exemptions from the School Dress Code should be made, in writing, to the Principal. Explanation of the reason for requesting an exemption should be included.

If a parent, guardian or student feels that a personal interview with the Principal would be worthwhile, this should be requested. A record of all approved exemptions will be kept by School Council.

Mature age students (over 21) are exempt from Dress Code Requirements, however it is expected that these students will attend School in neat, casual dress.



## **Rutherglen High School Uniform Policy**

### **Rationale:**

- A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the School community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

### **Aims:**

- To promote equality amongst all students.
- To further develop a sense of pride in, and identification with our school.
- To provide durable clothing that is cost effective and practical for our school environment.
- To maintain and enhance the positive image of the school in the community.

### **Implementation:**

- After consultation with the School community and the Student Representative Council, School Council has developed a Dress Code that we believe provides choice for the students, allows for students to safely engage in the many varied school activities, and caters for the financial constraints of families.
- The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.
- Summer and winter uniforms, as well as sports uniforms will be prescribed, and are required to be worn.
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.
- Extreme hair colors (for example, green, pink or purple rinses) and/or extreme hairstyles (For example, spikes or mohawks) are not permitted.
- Other than clear nail polish, cosmetics may not be worn at school.
- The only headwear that is acceptable is Sunsmart hats consistent with our Sunsmart policy. They must be worn outside in terms 1 & 4. Hats are not to be worn inside.
- Parents and Friends Association will operate a “Buy Back” scheme for good quality second hand uniforms, and will operate a second hand uniform store for parents.
- The student Dress Code, including details of uniform items and places of purchase, will be published in the Newsletter at the start of each year.
- School Council requires the Principal be responsible for implementation of the Dress Code in a manner consistent with the Student Code of Conduct.
- Arrangements can be made to supply uniforms via State Schools Relief for families experiencing economic hardship.
- Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the School Council.

### **Evaluation:**

- This policy will be reviewed as part of the School’s three-year review cycle.

***This policy was last ratified by School Council in July, 2013***

## **UNIFORM SUPPLIERS**

Rutherglen High School does not stock or supply uniform items. The following are the official uniform suppliers:

- Brunella Schoolwear: 160 Sanger Street Corowa. Telephone: 6033 0233
- Brunella Schoolwear: 215 South Street, Wodonga. Telephone 6024 4301

## **GIRLS UNIFORM - SUMMER**

- a) **Ready-made frocks:** Available from uniform suppliers.
- b) **Bottle green shorts:** Tailored polyester/gaberdine shorts with 2 side pockets, zip front and two pleats at the waist - either side of the centre front. Shorts are to be above knee length. Bottle green is the only permitted colour.
- c) **Shirt:** Plain white polo knit type with short or long sleeves and a COLLAR. The shirt should also include the school insignia.
- d) **School jumper or School windcheater:** Bottle green jumper with school emblem OR bottle green windcheater with school emblem.
- e) **Shoes: Black shoes or runners only** worn with plain white socks
- Must be of sturdy construction providing support and protection
  - Toes/foot area must be enclosed or covered
  - If there are laces, they must be black and tied
  - Insignias, stripes, logos etc. are not acceptable
  - Soft, flimsy ballet style shoes or slip ons are not acceptable
- f) **Hats:** Broad brimmed or bucket style hats are encouraged for Sport & PE classes, at recess and lunch times and during other outdoor activities in Terms 1 & 4. Baseball style caps are not permitted.

## **GIRLS UNIFORM - WINTER**

- a) **Skirt:** Ready-made pleated style tartan skirt - this is the only style to be bought. The length of this skirt must be below knee to mid-calf.

**Home Sewing - only patterns to be used (patterns are available on loan from the School) "McCalls" 9181 Style A, "McCalls" 9433 Style A**

OR

- Bottle green trousers:** Bottle Green is the only permitted colour. No jeans, cords, cargos, track pants or tartans are permitted.
- b) **School jumper or School windcheater:** Bottle green jumper with school emblem OR bottle green windcheater with school emblem.
- c) **Shirt:** Plain white polo shirt with school insignia.
- d) **Shoes: Black shoes or runners only** worn with plain white socks or black stockings
- Must be of sturdy construction providing support and protection

- Toes/foot area must be enclosed or covered
- If there are laces, they must be black and tied
- Insignias, stripes, logos etc. are not acceptable
- Soft, flimsy ballet style shoes or slip ons are not acceptable

### **BOYS UNIFORM - SUMMER**

- a) **Shirt:** White polo shirt, long or short sleeves with the School insignias.
- b) **Shorts/trousers:** Mid Grey shorts (above knee length) or mid grey trousers. (No logos or insignias on either). No cargo shorts / trousers or track pants.
- c) **Shoes:** **Black shoes or runners only** worn with plain grey or white socks
- Must be of sturdy construction providing support and protection
  - Toes/foot area must be enclosed or covered
  - If there are laces, they must be black and tied
  - Insignias, stripes, logos etc. are not acceptable
  - Soft, flimsy soled shoes or slip ons are not acceptable
- d) **School jumper or school windcheater:** Bottle green jumper with school emblem OR bottle green windcheater with school emblem.
- e) **Hats:** Broad brimmed or bucket style hats are encouraged for Sport & PE classes, at recess and lunch times and during other outdoor activities in Terms 1 & 4. Baseball style caps are not permitted.

### **BOYS UNIFORM - WINTER**

- a) **Grey trousers:** Colour mid grey. No cargo trousers. No track pants
- b) **Shirt:** The same as the summer uniform.
- c) **School jumper or school windcheater:** Bottle green jumper with school emblem OR bottle green windcheater with school emblem.
- d) **Shoes:** **Black shoes or runners only** worn with plain grey or white socks
- Must be of sturdy construction providing support and protection
  - Toes/foot area must be enclosed or covered
  - If there are laces, they must be black and tied
  - Insignias, stripes, logos etc. are not acceptable
  - Soft, flimsy soled shoes or slip ons are not acceptable

### **VCE UNIFORM**

**Jumper:** Navy blue jumper with VCE School logo is available. Otherwise the normal green school jumper or school windcheater must be worn.

**Note:** A white polo shirt with school insignia is available.

**Dresses/Shorts/Skirts/Trousers, Shoes and socks:** As per Years 7 - 10.

**Rugby Top:** Rugby tops are permissible under the following conditions:

- Restricted to Year 12 students only
- Restricted to school colours blue and green and the house colours
- School logo must appear
- It is optional to have the Year appear on the top.
- Correct names to be used – no inappropriate nick names
- Apart from the optional year there are no other numbers appearing on the top
- The final decision is to be approved by the Principal and ratified by School Council.
- The VCE navy blue jumper is required for official school occasions.

### **OPTIONAL JACKET**

A water resistant jacket in school colours is an optional item for cold weather.

**Note:** The jacket may be worn in class and does not replace the school jumper or windcheater. Students are expected to have a school jumper or windcheater.

### **PHYSICAL & SPORT EDUCATION** (Compulsory for all students)

This school Physical and Sport Education uniform is still applicable on a school casual clothes day.

a) **Shorts:** Black above the knee shorts (no logos or insignias).

**Wrap-around skirt:** Girls - black or green wrap-around skirt, or black bicycle shorts or black above the knee shorts.

c) **Shoes:** Appropriate sporting footwear - Not normal School Shoes!

**Socks:** white only.

d) **Shirt:** Green polo shirt with school emblem.

### **OPTIONAL**

a) **Polo shirt/t-shirt:** Coloured house polo shirt with school emblem.

b) **Coloured House rugby top:** With school emblem.

c) **Black tracksuit pants:** For winter activities.

d) **Hats:** Broad brimmed or bucket style hats are encouraged for Sport & PE classes in Terms 1 & 4. Baseball style caps are not permitted.

### **NOT ACCEPTABLE**

Patterned, striped or multi-coloured shorts, skirts, shirts or windcheaters.

### **JEWELLERY**

The wearing of valuable jewellery, other than watches, to school is discouraged for security reasons.

- **Rings** - single, plain band only. Multiple rings or protruding rings are not permitted.
- **Chains/necklaces** - must be worn concealed. Multiple or elaborate necklaces are not permitted.

- Earring/Ear studs - Plain rings or studs. Elaborate or pendant earrings not permitted.
- Facial piercings - Plain stud only.

**Note:** During certain classes or activities, such as Sport, Physical Education or practical classes, students may be asked to remove earrings, ear studs, nose studs or other jewellery for safety reasons.

***This Policy was ratified by School Council on 25<sup>th</sup> July, 2013***



## Rutherglen High School Attendance Policy

### Rationale

Rutherglen High School encourages students to achieve to the best of their abilities. Therefore it is expected that all students take full advantage of their educational opportunities, including regular attendance, completion of all set work and consistently working to their full potential.

Students of school age (5 - 17 years) resident in Victoria are required to be in full time attendance at a government or registered non-government school unless they are receiving approved home tuition, have shared enrolment with a specialist setting, have received an exemption from the Regional Director or are enrolled in correspondence education.

### Aims

- To maximise learning opportunities by ensuring student absenteeism is kept to a minimum.
- To put into place agreed processes for managing student absences within the School.

### Implementation

- All enrolled students are expected to attend all scheduled classes.
- Students must have a valid reason for not attending (these are outlined under Approved Absences)
- The official attendance roll is marked Period 1, 3 and 5 each day. Class teachers mark their own rolls each class.
- Students absent from Period 1 will be recorded by the School Attendance Officer who will contact the parents of absent student to verify the location of the student.
- Attendance data will be reviewed by Year Level Coordinators each week and presented to students at Year Level Assembly, Tuesday mornings, by their Year Level Coordinator
- Year Level Coordinators are to collect absence notes and take to the General Office the same day.
- Parents/Guardians of absent students are required to provide authorisation either in writing or by phone, detailing the reason/s or their child's absence.
- Parents/guardians are expected to advise the School of any extended absence, prior to the absence.
- Students in Years 7 – 10 who have more than 10 days unapproved absence per semester may be unable to satisfy the requirements of the subjects unless the Year Level Coordinator makes a special recommendation to the Principal.
  - Absences with a Medical Certificate, part-day absence approved by First Aid Officer, suspensions, excursions including sport and work placements are approved rather than unapproved absences.
- Students in Years 11 – 12 are required to maintain a 100% attendance rate for each unit of study they undertake. Failure to do this will result in the recording of an N for that Unit unless there is a valid (approved) reason for non-attendance.
  - Absences with a Medical Certificate, part-day absence approved by First Aid Officer, suspensions, excursions including sport and work placements are approved rather than unapproved absences.
  - A parent or guardian of a VCE student who is absent or will be absent for School Assessed Coursework (SAC) must notify the VCE Coordinator prior to the scheduled SAC.
  - VCAL students are required to complete 100 hours per Outcome over the year. The same obligations apply to them as per VCE students.
  - **Once attendance drops below 80% for a semester, VCE/VCAL students will be unable to satisfy the requirements of the subjects/courses even if the absences are generally approved. They will therefore receive an 'N'.**

- Students who are recorded absent at morning or afternoon roll call will have a half day unapproved absence recorded, unless otherwise advised, which will count towards the yearly tally of unapproved absences.
- Year Level Coordinators will advise students at risk once the unapproved absences reaches 7 days. A letter will also be sent to the parents/guardians advising them.

**Approved Absences include:**

- Absences covered by a medical certificate
- A student being sent home sick from school
- Attendance at a medical appointment, including dentist
- Approved School excursion or sporting event.
- Suspension
- Notification by phone or a signed note by the parent/guardian explaining the reason for the absence (illness, family trauma, etc.) (While this is generally sufficient for students in Years 7-10, it is only sufficient grounds for VCE/VCAL students with low level absenteeism.)
- Family holidays (the School Attendance Officer should be informed well in advance so that work requirement obligations are met through a form completed and signed by teachers.) (While this is generally sufficient for students in Years 7-10, it is only sufficient grounds for VCE/VCAL students with low level absenteeism.)

**Attendance Protocols:**

- Rutherglen High School has a 24-hour phone number with an answering machine. The number is (02) 60329818.
- When parents/guardians know their son or daughter will be absent from school, they should ring and:
  1. Identify themselves as the parent/guardian of the student
  2. Advise the name and Year Level of the student
  3. Advise the reason for the absence and the expected length of the absence. (A follow-up note may be required.)
- Students who leave the School for an approved appointment or activity must sign out.
- If the student returns, they must sign back in.
- VCE Students must sign the Private Study roll at the commencement of each Private Study period.
- Teachers are to maintain accurate attendance records for each period of instruction.
- Teachers are to monitor attendance and advise Year Level Coordinators of concerns.
- Students are responsible for any missed work and must seek information concerning catch-up requirements.